

CODDENHAM PARISH COUNCIL

Annual General Meeting – 24th May 2018



Report to Council

Item 7. Annual Review of Community and Sports Hall Management Committee's Terms of Reference

TERMS OF REFERENCE

1. Purpose

- a) The purpose of the **Community and Sports Hall Management Committee** is to oversee the organisation and management of the resources of the Community and Sports Hall, including the Multi Use Games Area, and the Bowling Green.
- b) The Committee cannot make decisions on behalf of the Parish Council except where expressly stated in these Terms of Reference.

2. Membership and Meetings

- a) At the first meeting held after the annual parish council meeting the Committee shall elect a Chair.
- b) The Committee shall comprise three (3) Councillors appointed by the Parish Council and up to four (4) co-opted Members, from clubs, groups, organisations or other users of the Community and Sports Hall facilities.
- c) The Chair and Vice Chair of the Parish Council shall be ex officio members of the Committee. If the Chair or Vice Chair of the Parish Council attend a Committee meeting they will not Chair that meeting unless requested to do so by the majority of members present.
- d) Employees of the Parish Council are not eligible for appointment as co-opted members of the Committee.
- e) The committee shall meet a minimum of 6 times a year, from the month following the annual Parish Council meeting, and/or as required.
- f) The Committee quorum is three (3). No business shall be dealt with unless the Committee is quorate. If at any time the meeting becomes inquorate the meeting will stand adjourned and will be reconvened at a time to suit the committee members, or at the next scheduled meeting.
- g) The Committee is authorised to establish sub-committees and working groups as it deems necessary. The Committee shall determine the Terms of Reference of any sub-committee or working group.
- h) Minutes from the meeting will be taken by the Parish Clerk who will distribute these to the Council with the agenda for the Council's next meeting. In the absence of the Clerk, the Booking Clerk, or a member of the Committee other than the Chair, may clerk the meeting, on behalf of the Parish Clerk.

3. Powers

- a) The **Community and Sports Hall Management Committee** shall comply with the Parish Council's Standing Orders on the governance and membership of Council Committees
- b) When the Chair of any meeting of the Committee is not an Elected Member of the Council and any decision falls to a casting vote, the Committee shall defer the decision to the next meeting of the Parish Council.
- c) The Committee is authorised to spend its approved annual budget without further reference to the Parish Council, subject to any resolution for expenditure of a single sum greater than £250.00 being ratified by Full Council before the expenditure is committed.

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- d) The Committee can also make proposals for revenue/capital expenditure, within the approved budget, subject to the Council's Financial Standing Orders
- e) The Committee will oversee the management of any tender process related to agreed expenditure.
- f) The Committee will examine and recommend to the Parish Council any changes to the Community and Sports Hall and/or its terms of hire.
- g) Urgent business requiring action before the next meeting of the Village Hall Committee or the Parish Council, may be dealt with by the clerk in consultation with the chair of the committee, or if they are unavailable, the chair or vice chair of the Parish Council.

4. Functions

- a) The **Community and Sports Hall Management Committee's** prime function is to make recommendations upon which the Parish Council can base its decisions.
- b) In conjunction with the Clerk, or other professional advisers, the Committee will be responsible for:
 - recommending to the Council an Annual Budget, no later than 31 October, related to the functions of the Committee
 - development and regular review of a Management Plan, to include
 - regular Monitoring of the Community and Sports Hall budgets
 - a Strategy for the Active Promotion of the Community and Sports Hall
 - an Appropriate Staffing Structure
 - a Health and Safety Policy
 - a Risk Strategy
 - a Safeguarding Policy
 - a Schedule of Maintenance and Repair
 - an Annual Review of Hall Charges and Hire Agreements to coincide with the production of the Hall Budget
 - any other matters delegated to the Committee or deemed relevant to these terms of reference.

5. Transparency

- a) The dates, times and agendas for meetings of the Committee will be published, giving three clear days advance notice.
- b) Meetings of the Committee will be open to the public under the [Transparency Code for Smaller Authorities](#).
- c) Minutes of the meeting will be published on the Parish Council website.

Adopted - June 2016

Draft until signed by Chair of the Community and Sports Hall Committee

Chair:..... Date:.....

Mrs D McDonnell.